



## JOB DESCRIPTION

Position Title: **Lead Inspector**

Working Area: **Fire Safety**

Class Code: 4302

Non-Exempt

EEO Code: 03

Effective Date: August 30, 2002

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### **Major Function**

Skilled technical work conducting fire and other inspections of commercial, industrial, and multi-family establishments for compliance with the Life Safety Code, adopted fire codes, standard building codes and other mandated state and federal standards.

### **Essential Functions**

*Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.*

Conducts fire safety inspections of places of assembly, business, industrial, and institutional occupancies for existing or potential life and fire hazards, and assures that all occupancies are in compliance with local and state fire prevention regulations.

Prepares and submits reports relative to findings from fire safety inspections. Orders corrections of hazardous conditions and provides follow-up inspections and/or enforcement as necessary.

Inspects projects under construction for compliance with fire and building codes. Processes certificates of occupancy for compliance with fire codes, laws and applicable ordinances.

Maintains inspection records and statistics as required.

Conducts fire prevention inspections and fire drills for schools, hospitals, civic groups, and other institutional buildings. Performs commercial fire plan review on new construction plans in the absence of Plans Examiner (Fire).

Performs other duties as assigned or as may be necessary.



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### **Minimum Qualifications**

Through knowledge of construction methods and materials. Knowledge of fire safety codes.

Ability to determine fire safety hazards and explain need for corrective action. Ability to work effectively with the general public, building trades and other County Departments. Ability to evaluate the proper installation and testing of fire protection equipment. Ability to calculate occupant load for various occupancies. Ability to review, interpret and record site and construction plans for deficiencies and specifications. Ability to recognize existing and potential fire and casualty hazards for deficiencies and specifications. Ability to recognize existing and potential fire and casualty hazards in a wide variety of structure and installations. Ability to communicate both orally and in writing with contractors, County employees, builders, and the general public.

Must possess good customer service skills.

High School Diploma or GED, and possess State of Florida municipal Fire Safety Inspection Certification. Preference will be given to applicants with fire inspection experience.

Must be registered as a Fire Inspector by the State of Florida. Must possess and maintain certification as a Florida Municipal Fire Inspector as defined by Florida Statute 633.

Must possess and maintain a valid Florida Driver's License.

*A comparable amount of education, training, or experience may be substituted for the minimum qualifications.*

### **Working Conditions**

Position performs some office duties, however most components of work are performed outdoors in all weather conditions. Incumbent may be required to walk through construction areas to conduct inspections. Position may be required to climb ladders, scaffolding or other objects to inspect areas of concern. Position would be exposed to dust, dirt, and fumes. Incumbents in this classification must follow safety procedures carefully.